**To Create a PPT Center**

Set up PowerPoint as you would any other presentation- with pictures, videos, links, etc.

**To insert Action Buttons**

Click on Insert- Shapes- Action Buttons

Arrows- move to next page (or previous one)

Home- Takes you to the first slide

There are also buttons that take you to the beginning or end

Hover your mouse over each button and it will provide a dialogue box that indicates its use.

You can make the action button as large or small as you want.

Once you have your buttons set up- be sure to go to Animations- on the far right you will see “Advance Slide” – uncheck “on mouse click”

**To create Links from one slide to another**

1. Type all text first – it is easier to find the correct slide you want to link to if information is present.
2. Highlight text and click on Insert- Action
3. Click on “Hyperlink to” and scroll down to “slide”
4. A box will open and you can click on each slide to find the one you want then click OK